



**BOARD OF EXAMINERS OF NURSING CARE INSTITUTION ADMINISTRATORS AND
ASSISTED LIVING FACILITY MANAGERS**

Katie Hobbs
Governor

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Jack Confer
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The NCIA Board has implemented an online payment system for continuing education. We prefer that you use a credit card; however, you are still able to send in a check and the completed paper application if desired.

All CEU sponsor and CEU renewal applications can be submitted and paid for by credit card by clicking on this link: <https://nciapay.az.gov/>.

Attached below is the CEU-renewal form and instructions on how to submit the form and payment using the new site.

If you have any questions you can contact me at 602-542-5993 or elizabeth.bronold@aznciaboard.us.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth Bronold".

Elizabeth Bronold
Project Specialist



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Renewal of Continuing Education Course by Sponsor

Sponsor: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Contact Person: _____ Title: _____

Courses to Renew

Approval #: _____ Hours: _____ Expire Date: _____ New Expire Date: _____

Approval #: _____ Hours: _____ Expire Date: _____ New Expire Date: _____

Approval #: _____ Hours: _____ Expire Date: _____ New Expire Date: _____

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Approval #: _____ Hours: _____ Expire Date: _____ New Expire Date: _____

Approval #: _____ Hours: _____ Expire Date: _____ New Expire Date: _____

Total Hours: _____ x \$10.00 = \$ _____ Amount Due

Required Attachments

\$10.00 per hour

Signature: _____ **Date:** _____

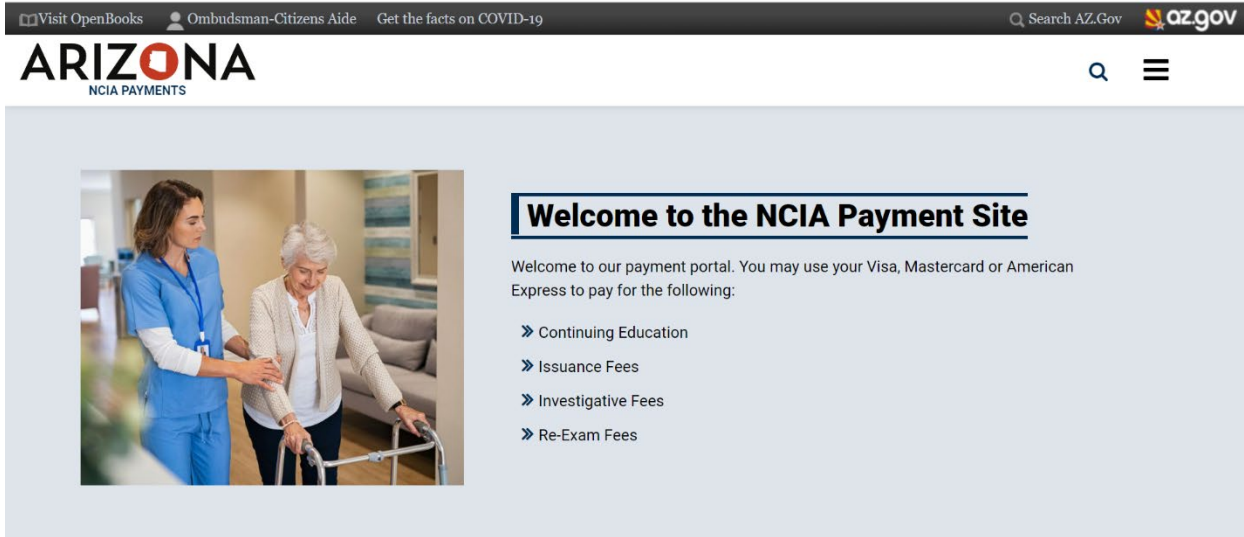
FOR OFFICIAL USE

Receipt #: _____ Amount: _____

Approved By: _____

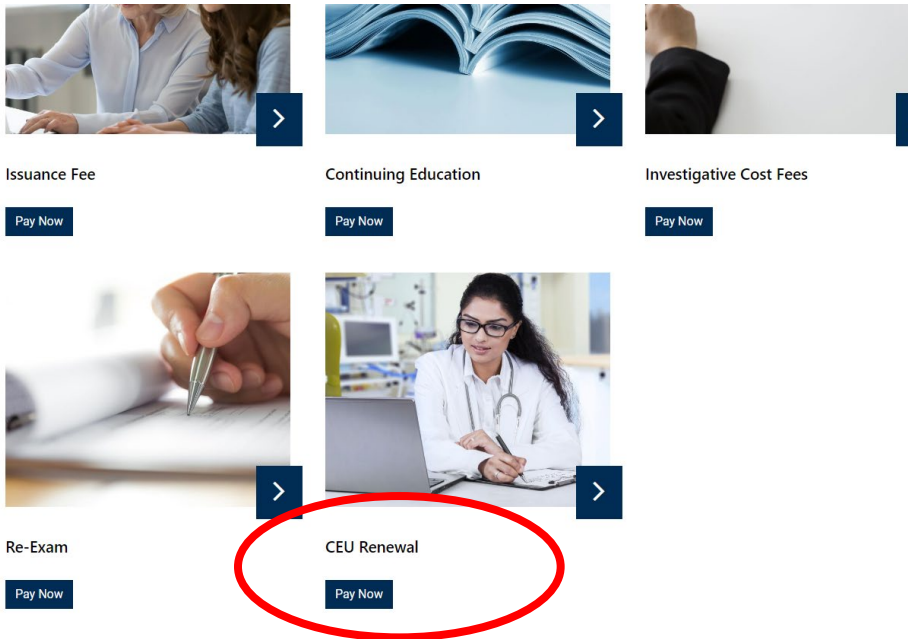
Continuing Education- Renewal

You can submit your CEU sponsor application by following this link to the NCIA Board payment site: <https://nciapay.az.gov/>

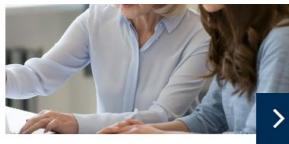

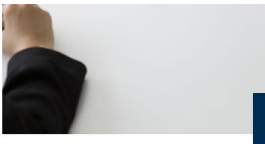




The screenshot shows the Arizona NCIA Payments website. At the top, there is a navigation bar with links for 'Visit OpenBooks', 'Ombudsman-Citizens Aide', and 'Get the facts on COVID-19'. A search bar and the 'az.gov' logo are also present. The main header features the 'ARIZONA NCIA PAYMENTS' logo. Below the header is a large banner with a photograph of a nurse assisting an elderly woman with a walker. To the right of the photo, the text reads: 'Welcome to the NCIA Payment Site'. Below this, it says: 'Welcome to our payment portal. You may use your Visa, Mastercard or American Express to pay for the following:'. A list of services is provided with right-pointing chevrons: 'Continuing Education', 'Issuance Fees', 'Investigative Fees', and 'Re-Exam Fees'.

Select CEU Renewal



A grid of five payment options is displayed. Each option consists of a representative image, a title, and a 'Pay Now' button. The 'CEU Renewal' option is circled in red. The options are: 'Issuance Fee' (image of two people working at a desk), 'Continuing Education' (image of an open book), 'Investigative Cost Fees' (image of a hand pointing at a document), 'Re-Exam' (image of a hand writing on a document), and 'CEU Renewal' (image of a doctor at a computer).

 Issuance Fee Pay Now	 Continuing Education Pay Now	 Investigative Cost Fees Pay Now
 Re-Exam Pay Now	 CEU Renewal Pay Now	

Fill in the required information

ARIZONA
NCIA PAYMENTS

Search [] Menu []

First Name *

Last Name *

Address

City/Town

State/Province

ZIP/Postal Code


Email *


Phone Number *

Total Course Hours *

The cost at the end is generated based on how many hours are entered into the Total Course Hours category

In the attachment the filled out CEU-renewal form

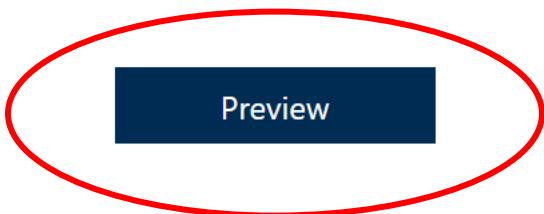
 Total Course Hours *

 Attach Documentation *

No file chosen

One file only.
100 MB limit.
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.

Then select Preview



Next you will see a preview of your application



Continuing Education Course Application- Sponsor

Customer Information

First Name Elizabeth
Last Name Bronold
Address 150 N 18th Avenue, 4th Floor
Phoenix, Alaska. 85007
Email Elizabeth.Bronold@aznciaboard.us
Phone Number 6023642536
Total Course Hours 4

Attach Documentation

Duplicate Manager Certificate Form (1).pdf

Payment Detail

Scroll down and you will see a break down of your payment that is due. The number you want to look at to verify that the payment is correct is the “Total amount” at the bottom. The total on the screen is \$40 because I entered in 4 hours of CEUs that I am requesting. 4 hours x \$10 an hour = \$40

Duplicate Manager Certificate Form (1).pdf

Payment Detail

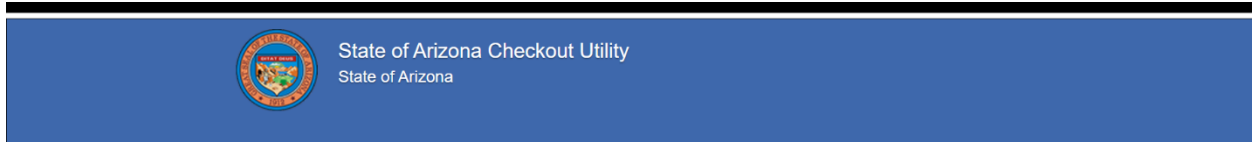
Product Code	Description	Quantity	Amount	Tax %	Total
NCA00043	Continuing Education 90%	4	USD 9.00	0	USD 36.00
NCA00044	Continuing Education 10%	4	USD 1.00	0	USD 4.00
Total amount			USD 40.00		

[< Previous](#) [Submit](#)



Then select submit

When you click submit it will bring you to the payment page where you can enter in your card information




Payment Information

CHECKOUT - PAYMENT INFORMATION

*First Name	*Last Name
<input type="text"/>	<input type="text"/>
*Billing Address	*City
<input type="text"/>	<input type="text"/>
*State	*Zip
<input type="text" value="---Click to Select---"/>	<input type="text"/>
*Email	*Phone Number
<input type="text"/>	<input type="text"/>


Credit Card
 Electronic Check



Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank.

*Credit Card Number

*Expiration Date *CVV/CSV

Month Year 

After you enter all the required information click continue



Verify that the information is correct

Order Review

Please review your order and ensure the information below is correct before proceeding.
If you agree with the information as displayed, please click the "Authorize" button to process the payment.

BILLING INFORMATION

Name:

Elizabeth Bronold

Address:

150 N 18th Avenue, 4th Floor, Scottsdale, AZ, 85251

Phone:

602-364-2536

Following merchant name(s) and amount(s) for this transaction.

Merchant	Amount
BOARD OF EXAM NURSING CARE	\$40.00

The total amount to be billed to your credit card is **\$40.00**.

Previous

Authorize

If the information is correct click Authorize

When you click Authorize it will bring you to the receipt page. If you wish to download a PDF of your receipt press "Download Receipt." After you have downloaded your receipt click on "Continue."



State of Arizona Checkout Utility
State of Arizona

Receipt

Thank you for your payment. Your payment was successful.

Do not close this window. Click the "Continue" button to return to the Agency application.

YOUR PAYMENT IS COMPLETE

Payment is complete. Print this receipt for your records.

Your authorization number is **532023**.

Please reference this number in any correspondence regarding your transaction. [Get the Adobe Acrobat Reader](#)

[Download receipt](#)

[Continue](#)

After you click Continue you should see a page showing that the payment was successful.



Payment Successful

Your payment has been completed. You will receive an email receipt shortly, please keep this receipt for your records.

THANK YOU

You will also receive two email notifications. One email will be your receipt and the other email will be a payment confirmation.